

CLASS NUMBER AND NAME:	<b>CMN170—MICROSOFT OFFICE FUNDAMENTALS</b>
TOTAL HOURS/UNITS:	24 Hours—1 Unit
PREREQUISITES:	None
TEXTS AND MATERIALS:	<i>Microsoft Office 365 &amp; Office 2016 Fundamentals,</i> <i>Hunt, Clemens, Freund, Hoisington;</i> <i>Cengage Learning: Boston, Mass. (ISBN 9781305878945)</i> Jump Drive
CLASS DESCRIPTION:	This class provides hands-on experience with Word, Excel, Access, and PowerPoint software. The students will create and work with documents, spreadsheets, databases, and slide shows plus integration of the software will be covered.
COURSE OBJECTIVES:	To learn the fundamentals of Microsoft office software 2016 and how to integrate the different programs.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent completing chapter work and creating and working with databases and presentations plus managing e-mail messages. An instructor will be available for direction and questions.
METHODS OF INSTRUCTION:	As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assignments.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
CLASS ATTENDANCE:	It is expected that each student will be in class when class begins. Roll will be taken at the beginning of class.
TESTING:	There will be a final exam at the end of the class.
LATE WORK OR TESTING:	There may be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
CHEATING:	“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

**CHALLENGE TEST:**

To challenge out of a class, a student must pass a test with a score of 80% or greater. The student can take the challenge test on Tuesday in the first week of a module. The exam will be scheduled in the afternoon after school hours.

**GRADING POLICIES:**

The final grade will be based on the following percentages:

Assignments	75%
Final	25%

The final grade will be determined by the following:

90 -	100	A
80 -	89	B
70 -	79	C
60 -	69	D
Below	60	F

**ANTICIPATED LEARNING OUTCOMES:**

Upon completing this course, the student will be able to:

- 1) Create and format various documents utilizing Microsoft's Word software
- 2) Create spreadsheets and calculate formulas using Microsoft's Excel software.
- 3) Create a database, form, query, and report utilizing Microsoft's Access software.
- 4) Create and modify a presentation using Microsoft's PowerPoint software.
- 5) Combine Microsoft's office files through the various integration processes.

**CMN170 Microsoft Office Fundamentals Schedule**

Any late assignments and testing turned in after Thursday of the 6<sup>th</sup> week of the module may be reduced by 10%.

For each chapter: read the chapter information and perform the computer steps. Complete and submit the assignments listed below to [CMN170@empirecollege.com](mailto:CMN170@empirecollege.com). Send the assignments as XPS files as an attachment in an email. **Your subject line must include your name and the assignment number. In the body of the email, include your instructor’s name, the room, and the class period.** Record the date you submit the files and your grade on the log.

Week	Assignments	Submit Date	Grade
<b>Week 1</b>	<p><b>Module 7</b> Creating a Worksheet</p>	<p>Complete Excel – Module 7 and save the following assignment as an XPS file: Figure 7-21, Year 1 Sales Estimates: Sauce Products, after step 7 on page 194. <b>(See Instructor for help).</b> Complete the Independent Challenge 1 located on page 199 and save the following assignment: Figure 7-24, Red Tree Art Gallery: August Sales after step r. <b>SUBMIT 2 files:</b> the Year 1 Sales Estimates: Sauce Products and Red Tree Art Gallery: August Sales.</p>	
	<p><b>Module 8</b> Using Complex Formulas, Functions, and Tables</p>	<p>Complete Excel – Module 8 and save the following assignment as an XPS file: Figure 8-23, Worksheet with two filters applied, after step 9 on page 220. Complete the Independent Challenge 1 located on page 225 and save the following assignment: 8-Blue Fox Q2 Sales after step r. <b>SUBMIT 2 files:</b> Worksheet with two filters applied and 8-Blue Fox Q2 Sales.</p>	
	<p><b>Module 9</b> Working with Charts</p>	<p>Complete Excel – Module 9 and save the following assignment as an XPS file: Figure 9-21, Q1 Organic Produce Sales: California, after step 8 on page 244. Complete the Independent Challenge 1 located on page 249 and save the following assignment: Figure 9-25, Red Raccoon Gourmet Gifts after step p. <b>SUBMIT 2 files:</b> Q1 Organic Produce Sales: California and Red Raccoon Gourmet Gifts.</p>	
<b>Week 2</b>	<p><b>Module 4</b> Creating a Document</p>	<p>Complete Word – Module 4 and save the following assignment as an XPS file: Figure 4-19, the Completed Letter, after step 5 on page 116. Complete the Independent Challenge 1 located on page 122 and save the following assignment: Figure 4-23, Memo after step o. <b>SUBMIT 2 files:</b> Completed Letter and Memo.</p>	
	<p><b>Module 5</b> Enhancing a Document</p>	<p>Complete Word – Module 5 and save the following assignment as on XPS file: Figure 5-20, 5-Meal Kits Fact Sheet, after step 9 on page 142. Complete the Independent Challenge 1 located on page 147 and save the following assignment: 5-June Events, after step m. <b>SUBMIT 2 files:</b> Memo and the June Events.</p>	

<b>Week 3</b>	<b>Module 6</b> Adding Special Elements to a Document	Complete Word – Module 6 and save the following assignment as an XPS file: Figure 6-22, Finished Report with Organic theme and Blue II theme colors applied, after step 7 on page 166. Complete the Independent Challenge 1 located on page 174 and save the following assignment: Figure 6-28, Brill Brothers Home Remodeling, after step k. <b>SUBMIT 2 files:</b> the Finished Report and the Brill Brothers Home.		
	<b>Module 10</b> Creating a Database	Complete Access – Module 10 and save the following assignment as an XPS file: Figure 10-21, the Stores form, after step 7 on page 268. Complete the Independent Challenge 1 located on page 275 and save the following assignment: Figure 10-27, the Photographers Form, after step k. <b>SUBMIT 2 files:</b> the Stores form and the Photographers form to the grader.		
<b>Week 4</b>	<b>Module 11</b> Working with Data	Complete Access – Module 11 and save the following assignment: Figure 11-24, the Products Table, after step 8 on page 294. Complete the Independent Challenge 1 located on page 300 and save the following assignment: Figure 11-29, the Tap Level 1 Schedule and Fees query, after step m. <b>SUBMIT 2 files:</b> the Products Table and the Tap Level 1 Schedule and Fees query.		
	<b>Module 12</b> Creating Database Reports	Complete Access – Module 12 and save the following assignment: Figure 12-19, Supplier Labels, step 9, page 318. Complete the Independent Challenge 1 located on page 323 and save the following assignment: Figure 12-25, Classes by Teacher, after step h. <b>SUBMIT 2 files:</b> the Supplier Labels and the Classes by Teacher.		
<b>Week 5</b>	<b>Module 13</b> PowerPoint: Creating a Presentation	Complete PowerPoint – Module 13, change print settings from Print All Slides to 6 Slides Horizontal, and save the following assignment: Figure 13-21, Funding Plan, after step 9, page 342. Complete the Independent Challenge 1 located on page 347, change print settings from Full Page Slides to 4 Slides Horizontal, and save the following assignment: Figure 13-25, Cooking Class, after step q. <b>SUBMIT 2 files:</b> the Funding Plan and the Cooking Class slides.		
	<b>Module 14</b> Polishing and Running a Presentation	Complete PowerPoint – Module 14, change print settings from Full Page Slides to 9 Slides Horizontal, and save the following assignment: Figure 14-23, The Summer Cooking Classes, after step 3, page 366. Complete the Independent Challenge 1 located on page 371, change print settings from Print Full Page Slides to 6 Slides Horizontal, and save the following assignment: Comedy Club presentation, after step q. <b>SUBMIT 2 files:</b> the Cooking Classes and Comedy Club.		
<b>Week 6</b>	<b>Module 15</b> Integrating Office 2016 Programs  <b>Final</b>	Complete Integration - Module 15 and save the following assignment: Figure 15-22, Merged File, step 6, page 395. Save file 15-7.accb in your Documents before merging: page 388, step 4. Complete the Independent Challenge 1 located on page 396 and save the following assignment: Figure 15-26, Pear Tree Merged Letter, after step o. <b>SUBMIT 2 files:</b> Merged File and Pear Tree Merged Letter.  <b>FINAL TEST</b>		